

## City of Tigard

## Tigard City Council Meeting Minutes November 19, 2013

#### 1. WORKSHOP MEETING

- A. At 6:34 pm Mayor Cook called the City Council meeting to order.
- B. Deputy City Recorder Krager called the roll.

	Present	Absent
Council President Henderson	✓	
Councilor Snider	✓	
Councilor Woodard	$\checkmark$	
Mayor Cook	$\checkmark$	
Councilor Buehner	$\checkmark$	

- C. Mayor Cook led everyone in the Pledge of Allegiance.
- D. Mayor Cook asked Council and Staff for Non-Agenda Items: Council President Henderson led the audience in singing Happy Birthday to Councilor Buehner.
- E. Mayor Cook asked for any Council Communications & Liaison Reports: Councilor Buehner and Councilor Snider will discuss the Lake Oswego/Tigard Water Partnership.

## 2. RECEIVE REPORT AND DISCUSS POLICY REVIEW ON STREET MAINTENANCE FEE

Finance and Information Services Director LaFrance was joined by Acting Public Works Director Rager, Assistant Finance Director Smith-Wagar, and Streets and Transportation Senior Project Engineer McCarthy. Questions were given to staff previously and Acting Public Works Director Rager asked Streets and Transportation Senior Project Engineer McCarthy to provide brief highlights of staff responses.

Question: Number of parking spaces is the basis for calculating the fee for nonresidential properties. Is this the right approach/methodology to calculate the fee?

Streets and Transportation Senior Project Engineer McCarthy gave the history of this methodology, saying that every methodology creates issues. The business community objected to trip generation as the methodology and proposed parking spaces as a proxy for how many trips a business generates that create wear and tear on city roads.

Councilor Snider asked about the cap on parking spaces used in the methodology. Streets and Transportation Senior Project Engineer McCarthy said the cap is 250 per property. In response to a question from Councilor Snider he replied that the basis is per water meter, not per parcel. Large stores are assessed individually and their total square footage is figured. The rate is 3 per 1,000 square feet. Assistant Finance Director Smith-Wagar said Washington Square has six water meters (except large stores such as JC Penney and Sears who have their own) but only one is at the capped rate. Councilor Snider asked about the impact of capping and said it appears larger businesses do not have to pay their fair share. Mr. McCarthy said the main meter at Washington Square would be at 1,000 spaces if it was not capped. He said an examination of the data indicates that the cap makes a difference of \$60,000 citywide per year.

Councilor Buehner said when council last looked at this, the cap was raised from 200 parking spaces to 250 which she remembered as an agreement with the grocers' association. Councilor Snider commented that grocery stores create more trips per parking space than most other businesses and found it ironic that a prior council was receptive to this argument. He said he would not support any kind of cap.

Mayor Cook said one reason businesses are capped is that they have large highways near them and many of those drivers are not going to the business but are passing by on their way to Portland or Beaverton. Tigard's street maintenance fee money is not used for those roads. Councilor Woodard said collector roads carry people from outside the city to shop here and this traffic takes a toll on Tigard's roads. Mayor Cook said most grocery stores are on county and state roads, such as Highway 99W.

Council President Henderson said Comcast is capped at 250 but he estimates they are over the cap by 75 spaces. He said according to recent news articles, Comcast has 350 employees, and added to this are work trucks and customer vehicles.

Finance and Information Services Director LaFrance said staff can return with additional information on which business are at the cap and what they would be charged if the cap did not exist. Streets and Transportation Senior Project Engineer McCarthy said there are 30 businesses currently over the cap, ranging from 5 spaces to one at 1,365 over the cap. He said most were less than 200 over the cap. He refigured the amount not captured by the city and said it was closer to \$75,000 annually.

City Manager Wine asked council if they wanted to consider moving away from the number of parking spaces as the basis for the fee and explore trip generation instead. Councilor Snider said he thought using parking spots or square footage as a proxy for trip generation is accurate, but the policy of not assessing the full impact to some businesses is problematic.

Question: How are roof eaves and internal hallways factored into the fee calculation and is it fair to property owners?

Streets and Transportation Senior Project Engineer McCarthy said square footage is based on interior floor area and overhangs are not included in the calculation. It was originally based on

aerial photos so overhangs were included but this was changed in 2010. He said internal hallways in multi-tenant buildings are apportioned by size of business, unless the building owner tells the city otherwise. He asked if council hears of anyone being charged incorrectly that they alert staff. The city checked every commercial property in 2010 and trued up the calculations.

Question: Washington County will place a vehicle registration fee before voters in November 2014 intended to address street maintenance. There is a share of this local revenue that may be allocated to cities. Should Tigard consider changing its fee level in anticipation of this potential revenue?

Acting Public Works Director Rager reiterated that Tigard's street maintenance fee is only used for preventive maintenance. It does not address long-term reconstruction and there is still a backlog of streets with a PCI rating under 50.

# Question: What is the reserve policy of the Street Maintenance Fund? Are we collecting more revenue than we are using?

Councilor Buehner said her concern is whether there is enough in the reserve fund. Assistant Finance Director Smith-Wagar said her understanding is that the city wanted to avoid the events of 2011, when it had to borrow from the gas tax fund to meet cash flow problems in the street maintenance fee fund. She said council's goal was to have enough to get through the months of July, August and September and has a month-to-month comparison illustrating its use during construction season and replenishment throughout the remainder of the fiscal year. She said alternatives include borrowing from other funds or building up more reserves. She said staff could also cut back on annual maintenance for a few years to allow the reserve fund to build up further. Councilor Buehner suggested a floor be set below which the fund could not go. She said as the economy improves, construction costs may go up and she did not want the reserves decimated.

Councilor Woodard asked if Council's PCI goal is still 72-75 percent and if so, he suggested staff compute a cost for that over and above the preventive maintenance on backlogged residential deterioration to help determine the reserves floor.

Council President Henderson asked about the transfer of \$108,000 into the central services fund. Finance and Information Services Director LaFrance said a good portion of central services is used for collection through the utility billing section staff and a smaller portion is for basic fund and policy management. Acting Public Works Director Rager said \$100,000 is transferred from the street maintenance fee fund to the street operations division, which is paid for by the gas tax fund. The gas tax is not paying for right-of-way maintenance, (the street maintenance fee does), but the money has to be placed into the streets fund so the street supervisor can use the money to do that work. Streets and Transportation Senior Project Engineer McCarthy confirmed right-of-way maintenance is paid from the street maintenance fee on residential not commercial, property.

Finance and Information Services Director LaFrance said this fund can only be used for dedicated purposes. Council President Henderson asked about the contingency and Mr. LaFrance said using the appropriation moves funds out of contingency into the "actual," category, where it can be spent. He noted that the city has not had to use the street maintenance fee contingency.

He noted that if the contingency is not used, it is shown as zero and the \$200,000 increases the ending fund balance. Councilor Buehner reiterated that there should be a review of the reserves in this fund.

#### Question: How are we doing catching up on our paving needs?

Councilor Snider asked about the balance between residential and non-residential street users and said it was difficult for him to justify residents paying 100 percent for residential and also a significant portion of the commercial street maintenance. He said commercial business owners are driving their vehicles on residential streets every day. He suggested ratios of 60/40 or 70/30. He said the commercial ratio may even need adjustment downward on some commercial/residential streets.

Councilor Woodard said the commercial and residential percentages seemed true and the methodology is long-standing. He encouraged a closer look at the collector streets that are at a 50/50 split and suggested businesses might own a little more of that share. Councilor Snider discussed all the pizza delivery, Comcast, UPS and Fedex delivery, utility and repair trucks driving on residential streets every day. He did not understand how this factor could be ignored. Mayor Cook agreed that there are many business vehicles driving on residential streets but said several companies would not be paying anyway because they do not have business locations in Tigard. These would also include TriMet and garbage haulers. Councilor Snider brought up the idea of a different business license fee for driving-based businesses.

Councilor Buehner said she remembered that arterial rate percentages shifted towards residential customers in 2010 due to the economic downturn and the potential for business failures. Councilor Snider was favorable towards shifting the percentage back and noted that residents also suffered financially during the recession.

Councilor Buehner said there may be a reason to retain the cap but perhaps raise it. Councilor Snider said the cap means that certain groups do not have to pay their fair share and this differs from the city policy as explained during the solid waste franchise discussions. He said staff stated in council meetings that the city policy is to charge all groups exactly what it costs to deliver services. Councilor Buehner said the realities of businesses also need to be recognized. She said council was inundated by small business owners who felt the cost was unreasonable. Councilor Snider said if businesses want to bring in audited profit and loss reports proving that the cost is so high it may keep a marginal business from surviving, he would consider this.

Councilor Woodard said we need to determine first what our standard is. We have the allocations and if we determine what we need, then we will know the annual total. He added that many Tigard business owners also live here so they are being charged twice. He suggested a break be given to those residents that have businesses in Tigard. Councilor Snider said that would not be fair as the two things – owning a house and owning a business – are independent and generate two different kinds of trips.

Finance and Information Services Director LaFrance summarized that council has interest in looking at the residential/commercial split. He noted a general consensus to examine the split on arterial roads. Councilor Snider asked for expansion of the analysis to include all street classes and Mr. LaFrance replied that staff can give council a gauge to see what would happen to a typical fee if the percentage is changed (raised or lowered) by five percent. Councilor Buehner said there is also consensus to reconsider the cap.

Acting Public Works Director Rager asked for feedback on right-of-way maintenance. He said that based on previous council direction the city is working with ODOT to "green up" Highway 99W. He said this would be a way to get it done because there is no funding source. Councilor Buehner asked what the cost would be and Mr. Rager said they do not have a number yet but it may be close to \$100,000. Councilor Snider said he would like that done but would rather have better roads. Mayor Cook agreed that more greenways or trees would be desirable on 99W and "everyone wants it but we need to figure out how to pay for it." Mr. Rager said staff will hold the line and keep up the existing list of streets that receive right-of-way maintenance. Councilor Woodard asked staff to explore the use of urban forestry code funds to plant and maintain the trees. City Manager Wine said council has the flexibility to change the Tigard Municipal Code to expand the allowed uses and definitions of the street maintenance fee and other funds.

Council President Henderson said his concern is making sure the dollars are being used wisely. He commented that from his perspective as a business owner and said increases to commercial fees are often passed along to customers.

Streets and Transportation Senior Project Engineer McCarthy led a discussion on the Pavement Condition Index (PCI). He said the current six-year paving plan is based on current funding levels. Overlays are based on traffic volume and busy streets are taken care of first because they deteriorate faster. He had a map showing which streets will receive overlays in the next six years, most of which are arterials, collectors, busier commercial and busier neighborhood streets. The PCI drops by 1.7 percent each year if nothing is done.

He addressed the backlog and said if the city tries to cut the 22-mile backlog by 50 percent over five years, with the idea of eliminating the backlog entirely in ten years, it would require \$1 million annually. Councilor Woodard asked if this included maintenance on Bull Mountain Road. Councilor Buehner noted that Washington County completed an overlay on Bull Mountain Road just prior to turning it over to the city. Mr. McCarthy said that road is included in this scenario. He said there are significant streets in neighborhoods that are in bad shape and staff would like to find a way to get them done.

Councilor Snider asked staff what the annual maintenance costs would be if the city spent \$1 million for ten years to reach a PCI of 80 percent. Streets and Transportation Senior Project Engineer McCarthy said he would need to run those numbers. Mayor Cook asked what the PCI would be if there was not the current backlog, which includes some streets with a PCI below 50. Mr. McCarthy said the PCI would reach the low 80s.

Councilor Snider said council will also need to know how much that scenario would increase the average residential and commercial bill. Councilor Woodard said if voters pass the county vehicle registration fee it could bring in an estimated \$600,000 to Tigard. Councilor Buehner asked about the scenario with an additional \$400,000 and Mr. McCarthy responded that it would give proportionally smaller backlog reduction but there would be progress.

Councilor Buehner asked if curbs must be redone every time the city does a street overlay. Streets and Transportation Senior Project Engineer McCarthy said that is a federal requirement but Tigard's code needs to be changed to reflect it. Councilor Woodard asked if ADA curb cuts are included in paving estimates. Mr. McCarthy said he included his best estimates. He said the agencies he spoke with suggested ADA curb cuts and ramps are 15 to 20 percent of paving costs.

# Question: Sensitivity Analysis – how much improvement do we get for each additional dollar?

Finance and Information Services Director LaFrance said staff will prepare information on the number of spaces that have been capped and what revenue could be generated without the caps. They will bring information on fund balance and reserves and a sensitivity analysis on what would happen to the fee if each road class changes by five percent. They will look at the impact of an additional \$100,000 for right-of-way maintenance. They will provide information on impacts of improving the PCI by 1 percent each year, or taking the 5-, 10-, 20-year approach to take care of the backlog. Staff will also explore what would happen to the fees if the PCI is raised to 80.

Councilor Buehner mentioned there are a lot of new Tigard residents and businesses that do not know about the street maintenance program. Finance and Information Services Director LaFrance said information can be added to the city's website to address keeping new residents informed about city programs. Councilor Snider commended that staff was very prepared for this discussion.

## 3. RECEIVE BRIEFING ON UPCOMING CHANGES TO THE CITY'S LAND USE PERMIT INTAKE PROCESS

Assistant Community Development Director McGuire briefed council on the new land use permit process at the permit center front counter. The current process requires the applicant to provide two sets of plans. One is for planners and urban forestry review and the other goes to the permit coordinator. An issue is that sometimes the two sets of plans vary and the fact that there are two sets makes revisions troublesome. The process can take a lot of time.

Community Development staff propose a change to an over-the-counter plan review. One set of plans is all that is required and review starts at the planning counter. The planner-on-duty will check for planning and urban forestry requirements and then pass the plans along to the building permit staff. Commercial plans may not get completed at the counter but most could be handled at that time.

Assistant Community Development Director McGuire said council may hear complaints from developers who do not like a change in procedure. He said this process is more front-loaded and processing should be faster. It does require that customers have finished plans and complete information.

Councilor Woodard said it sounded like a good system and he hoped it reduces bottlenecks at the permit counter.

Council President Henderson asked if this affects the fast-track process used for downtown design review. Assistant Community Development Director McGuire said that is a different process and relates more to design. He said staff will be running test cases for the next 6-8 weeks. An open house is planned for December 2, 2013 to brief contractors and the program is expected to go live on January 6, 2014.

Council President Henderson commented that he hears from people wanting a process roadmap at the building counter explaining the steps required and what they must have ready. Assistant Community Development Director McGuire said he will provide handouts and information on the city's website explaining the process. Mayor Cook said shortening the processing time is a great idea.

At 8:05 pm Mayor Cook requested a short break. Council reconvened at 8:12 pm.

4. DISCUSS POLICY QUESTIONS RELATED TO A DRAFT INTERGOVERNMENTAL AGREEMENT TO PROVIDE WATER SERVICE TO KING CITY AND OTHER ENTITIES

Public Works Director Koellermeier introduced this item. He said Tigard has provided water services to the cities of King City, Durham and the Tigard Water District since 1994 through agreements with each jurisdiction. These agreements expire in 2018. Intergovernmental Water Board (IWB) representatives from Tigard, King City, Durham, the Tigard Water District and one at-large member have attempted to develop a replacement agreement for several years. Council was given a document in their agenda packet listing issues with the current agreements. He said the first policy question for council is whether they want to continue to be a water service provider beyond the year 2018.

Public Works Director Koellermeier said representatives from Tigard and King City developed a new agreement (KC Agreement). He said the KC Agreement will change slightly before it becomes an action item for the council as King City may want to adjust it. He asked council if the service provider model in the KC Agreement is the best approach.

Public Works Director Koellermeier said the city has a good business model and is sized and in position to remain a provider to King City, Durham and the Tigard Water District. Staff

recommends changing the agreement to a service provider model. Councilor Snider said he favors the KC Agreement approach and rationale.

Council President Henderson questioned the ownership aspect of the agreement. Public Works Director Koellermeier said the current agreements end in 2018 and the parties have to agree to something. He said what could happen if an agreement is not reached, is the parties could "divvy up our parts and go home," but it would be difficult to divide assets or make a cash settlement. He said there are two classes of assets - systems and other. Reservoirs and buildings are system assets. Distribution systems and hydrants are examples of other assets and these are used only in certain neighborhoods. These asset terms were assembled for the 1994 agreement and are now contrary to state law.

Mayor Cook asked for more information about why an agreement was created that differed from state law. Public Works Director Koellermeier said, "We tried to find middle ground. State law says when a city takes over a special district, it takes over everything. It was a little different for the four cities." Councilor Buehner gave some history and said it was a short-term agreement because it was assumed that the unincorporated land would eventually become part of one of the cities.

Mayor Cook asked why there needed to be separate agreements instead of one. Public Works Director Koellermeier said four separate agencies may have four different objectives. He stated that it was impossible in 2010 to find the perfect language and none of the agreements proposed were what he would recommend. He guessed that the individual agreements will be reasonably close to each other, but some things that work in cities do not work for districts.

Public Works Director Koellermeier said his recommendation to go in a different direction from one master intergovernmental agreement is because Tigard has now taken on all of the responsibility. The city is responsible for the debt, manages and operates the system, and is the contact for the State of Oregon or anyone else regarding the system. Currently, Tigard is responsible for the system but there are aspects it cannot control. He gave an example of the city wanting to surplus property and right now, other entities have veto power. Additionally, Tigard has formed an agreement with the City of Lake Oswego. They did not want to sign an agreement with four parties; they wanted to enter into an agreement with one party. He said the main reason he did not want to go the route of agreement version six or seven was, as assets were being discussed, the IWB said they appreciated Tigard stepping up to finance this multi-million dollar investment, but they wanted their name on the asset. He said he understood the logic but it did not work with the partners Tigard is involved with in building the asset.

Public Works Director Koellermeier said the KC Agreement model appears to address the main concern of the entities which is certainty that they will have future water. He said previous city councils requested that there be off-ramps built into the agreements so those were included.

Mayor Cook said the City of Durham looks at itself as a partner in our agreement, not a customer. He said they brought assets into this agreement and the other entities did not. Going from a partner model to a customer model is difficult. Public Works Director Koellermeier clarified that Durham, Tigard and King City were given their assets by state law the day they were taken away from the Tigard Water District in the first merger. He said, "Their customers have not

invested at a different rate than our customers." Councilor Snider said he did not follow the logic behind wanting to own a percentage of new assets when they are not taking any of the risk; it seems like wanting something for nothing. Public Works Director Koellermeier said a perspective from citizens may be that they are paying for the new system through their water rates. But the city has not written any checks, just the customers. He said, "I can understand this from a customer-level, but not at a government-level."

Councilor Woodard asked about figuring the value of assets, less depreciation, especially those of Tigard Water District, and applying that to the rate increases. He said it may be fair to the customers to have rate offsets for a period of time and receive a credit until the asset is paid for. Public Works Director Koellermeier said the slow absorption of TWD by Tigard, especially with the recent annexations of Areas 63 and 64, is even more inevitable than envisioned before.

Councilor Woodard asked who could provide water to the Tigard Water District if they do not sign an agreement with Tigard. Public Works Director Koellermeier said the Tualatin Valley Water District or City of Beaverton could provide them water.

Mayor Cook said there is a representative from TWD present and asked if he would like to speak.

Ken Henschel, Chairman of the Board of Commissioners of the Tigard Water District, thanked council for asking him to speak.

Councilor Snider asked him if the Tigard Water District wants City of Tigard water beyond 2018 and if not, where they would go for water. Mr. Henschel said TWD would like to continue to get their water from Tigard and Tigard has done an exceptionally good job of providing water. He said they have had very few problems and the professionalism and water quality are outstanding. He said there is no compelling reason to leave this arrangement, but having said that, they also have an obligation to their constituents. When discussions started four years ago on changing the agreements, TWD and the other partners in the IWB worked on them every month for two years. They arrived at something they thought would work but it did not, and he said they never got a clear explanation why. He said they are still willing to work towards a common agreement because they think that would be better for all parties.

Mr. Henschel referred to Public Works Director Koellermeier's statement that Tigard has assumed all the risk. He said Tigard has assumed all the risk regarding the bond, but rate payers in the other three municipal entities are helping to fund this at the same rate per home as those in Tigard. He said they did not wish to take over the asset at this point because Tigard has the risk, but once the bond has played itself out in thirty years, there is the question whether the rate payers of the other entities should receive some portion of the assets Tigard has because they funded it as much as Tigard's water customers.

In response to Councilor Woodard's question about where TWD would go for water if they chose not to stay with Tigard, he said Mr. Koellermeier answered the question, but it would be unwieldy to go to other options for water. He said there is a compelling reason for the cities of Tigard, Durham, King City and the Tigard Water District to work together on a common agreement and they should remain together.

Councilor Woodard asked what the TWD brings to the table on a daily basis and how he justifies wanting a percentage of the new partnership assets. He said their system is aging and he thought it would be a good deal for TWD customers to get a prorated deduction in their rate until the salvage value of their existing assets is paid for and then receive back some interest.

Councilor Woodard asked if TWD Chair Henschel saw the TWD staying unincorporated in the next twenty years. Mr. Henschel said his personal opinion on that is irrelevant and he must assume as a government, that they will exist. He said as long as there is one person in the TWD they will exist. In response to a question from Councilor Woodard about district governance, Mr. Henschel said they are elected officials. The one service they provide is water. He said that for every dollar rate payers pay for water, ninety-nine cents goes to Tigard and one cent goes to the other entities. Councilor Woodard asked what TWD would do if they received more revenue. Mr. Henschel replied that the answer depends on whether or not they stay with Tigard. If they did not, they would need to develop a water system and use their taxing authority if rate payers agreed to build their own system.

Councilor Snider referred to the issue of asset ownership. He said that under the same thinking, Tigard should own a part of Portland's water system. He mentioned that Tigard water users pay more per gallon for Portland water than citizens of Portland do.

TWD Chair Henschel said the ownership of the Tigard/Lake Oswego agreement was not an issue in draft six of the agreement as everything was open for negotiation. Councilor Buehner said the ownership of assets out of our service area, such as facilities in Gladstone, West Linn and Lake Oswego, were an issue

Mayor Cook referred to TWD Chair Henschel's comment that as long as there is one person left, the district will exist, but there is a scale of economics and asked Public Works Director Koellermeier if they could exist with one person. Mr. Koellermeier said his perception was that they would not be economically viable unless they can provide service in more than one way.

Mayor Cook said there is consensus for Tigard to remain a water provider and a majority of council agrees on proceeding with the KC Agreement.

Councilor Buehner added that former King City Councilor Winn was very supportive of this agreement. King City's infrastructure is aging and Tigard is slowly replacing it. Council President Henderson asked if there is a margin on top of water prices to cover this and Public Works Director Koellermeier said rates include repair and replacement.

City Manager Wine said the KC Agreement will come forward to council and King City will schedule it on their council agenda. Public Works Director Koellermeier recommended that if King City approves the agreement, Tigard staff suggest this model to each of the other members.

#### 5. RECEIVE REGIONAL TRANSPORTATION PLANNING UPDATE

This agenda item was moved to the November 26, 2013 meeting.

#### 6. COUNCIL LIAISON REPORTS

At 9:04 pm Councilor Buehner requested that Councilor Snider brief council on the Lake Oswego/Tigard Water Partnership as she had to leave the meeting early.

Councilor Snider discussed issues with the bidding process for the horizontal-direction drilling (HDD) under the Willamette River. It had to be bid twice and is higher than expected. Digging a trench or putting the pipe in the air were other options to cross the Willamette but neither were likely to be approved. There are not many firms that can do this particular HDD work. Councilor Snider said due to the oil boom, Canadian provinces have created a huge demand for these services. There may be savings in going around Lake Oswego rather than using HDD but there is still a \$20 million project-wide increase. Public Works Director Koellermeier said Tigard and Lake Oswego are still discussing adding the 4MGD and what each partner's share of this would be.

City Manager Wine said the project team discussed steps moving forward with the bidders and will keep council informed. She said they will be reinitiating a rate study soon to size the next bond issue which will occur in 2014.

Council President Henderson announced that the Tigard Downtown Alliance is hosting a downtown dialog about Main Street revitalization on November 20, 2013 at the Chamber of Commerce Building. Social time is at 4:30 pm and the presentation begins at 5:00 pm.

- 7. NON AGENDA ITEMS None.
- 8. EXECUTIVE SESSION Mayor Cook announced that there was no executive session.

#### 9. ADJOURNMENT

At 9:18 pm Councilor Woodard motioned for adjournment. His motion was seconded by Councilor Snider and it passed unanimously by all council present.

	Yes	No
Council President Henderson	$\checkmark$	
Councilor Snider	$\checkmark$	
Councilor Woodard	$\checkmark$	
Mayor Cook	$\checkmark$	
Councilor Buehner		(Left the meeting at 9:04 pm)

	/s/Carol A. Krager
	Carol A. Krager, Deputy City Recorder
Attest:	
/s/John L. Cook	
John L. Cook, Mayor	
January 14, 2014	
<u>January 14, 2014</u>	
Date	